

Name: \_\_\_\_\_

## STUDENT RESEARCH PROCESS—*BEGINNING STAGES*

### “TO DO” LIST

**DIRECTIONS:** You are responsible for honestly and thoroughly completing the ‘beginning research process’ tasks described below. Put a check mark in each box when the task is complete--- You must be able to check off each requirement below.

- ☐ I submitted and had my focus topic + 3 subtopic choices approved by either Mrs. Tolin or Mr. Warders.
- ☐ Found at least 1 book source that contains info I can use for my focus and subtopics.
- ☐ Found at least 1 credible online source that contains info I can use for my focus and subtopics.
- ☐ I verified that all my online sources are “credible” by completing a “Checklist for Evaluating Internet Sources” (handout)
- ☐ I *THOROUGHLY* read all relevant information and articles within my chosen sources in order to establish a SOLID knowledge and understanding about my focus and subtopics.
- ☐ I genuinely learned about my topics and am able to summarize and paraphrase the information I read by using my own words.
- ☐ I included at least one direct quote (“carefully copy-and-paste a line or sentence exactly as it appears in the source you’re using and put quotation marks around it”) in my notes and research organizer.
- ☐ I thoroughly completed AND received my teacher’s initials on a research organizer for Subtopic #1
- ☐ I thoroughly completed AND received my teacher’s initials on a research organizer for Subtopic #2
- ☐ I thoroughly completed AND received my teacher’s initials on a research organizer for Subtopic #3

**Due Date for the completion of the above tasks:** \_\_\_\_\_